

Frequently Asked Questions for MEAP Administration



Question: *The Test Administration Manual says that schools or districts may destroy unused answer documents. We destroyed all our unused answer documents for grades 3-9 and got a letter about missing materials. Why did we get a letter?*

Answer: Only 4th – 9th grade answer documents may be destroyed at the school or district level because they do not contain secure materials. Third grade students actually mark answers in their 3rd grade test booklets. The combination test/answer document is considered secure and any unused 3rd grade booklets should be returned to the scoring Contractor with the non-scoreable materials so they can be “checked in”.

Question: *We have an 8th grade student who has been placed in a juvenile detention facility by the courts. Whose responsibility is it to test the student?*

Answer: This is a good question and the answer is connected to the student’s enrollment in the Michigan Student Data System MSDS. If a student is still registered in a school’s MSDS then they are expected to test the student. If MSDS reflects enrollment of the student at the juvenile facility then they are expected to test the student. This is a good rule to apply to different situations as well. If a student is associated with a school in MSDS then the student is expected to test in that entity.

Question: *One of my students missed Day 1 of the Reading test. He returned to class on the day we gave Reading Day 2. I read the Test manual and it says all test should be administered in order so I don’t feel like I can let him take the Day 2 test. What should I do?*

Answer: In cases like this it makes sense to allow the student to take Day 2 with his classmates and then complete Day 1 on a make-up day.

Question: *The Test Administration Manual says that Parts 2 and 3 of the Day 1 Writing Test must be taken together. What happens if a student leaves school after Part 2 and Part 3 is not finished?*

Answer: Because parts 2 and 3 of Day 1 must be taken together and both days of the Writing test must be completed with the same test form it would be necessary to order an Emergency Test for the student. The Emergency Test would be completed during scheduled make-up times. Please also note that all days and all parts must be administered for a complete score

Question: *The EL Resource teacher in our school has eight 6th grade students and wants to use a DVD for their math test. Is this possible?*

Answer: EL students may be provided with a video DVD if they have this accommodation listed in their EL plan and they are at the basic or lower intermediate proficiency level. Students must be familiar with this accommodation. Students will also require a printed copy of a **FORM 1** Test booklet. The DVD may be used for groups of up to 5 students. Also, remember to make sure that Form 1 is marked on the student's answer document.

Question: *Students in my class did some "coloring" with their highlighters and I am concerned about their answer documents. Can their answers be scored?*

Answer: Highlighters and pens have created some issues with tests. This type of situation actually addresses several different concerns. Students should be monitored carefully so any misuse of highlighters, crayons, pens etc. can be minimized. Try to be proactive about making sure students have something to read if they complete their tests ahead of everyone else. If anything other than a #2 pencil is used on the "bubbles" of the answer document (or area for answers in the 3rd grade combined test books) it may be necessary for the student to transcribe their answers onto a new answer document. The original answer document should have DO NOT SCORE written across the front page and it should be returned in the orange Special Handling Envelope.

Question: *Two of students (one grade 4 and one grade 6) arrive late every day. We don't want the entire school to wait for these students to arrive before we start testing. What are my options?*

Answer: Students are not permitted to enter the testing room after testing has started. It's a great idea to make advanced plans for students who arrive late. They may be unexpected or habitually tardy like your two students. There are several options. For students who you know will be late it is possible to plan for a "small group" administration in advance. Administer the test in a small group setting after they have been given individual directions. You can also schedule their test as a make-up. It is probably a good idea to wait about 30 minutes before beginning all testing to compensate for students who are unexpectedly late.

Question: *The students in my 8th grade math class have asked me for scrap paper to use during MEAP. Is there any problem with giving them scrap paper for use during the test? I will collect and destroy it after testing.*

Answer: The use of any scratch paper is prohibited for MEAP. Students may write in the test booklets but remind them that their answers must be transferred to their Answer Document. Teachers of 3rd grade students need to warn students that no extra marks should be made near the "answer bubbles" in their combined Test Booklet/Answer Document.

Question: *We see on the calendar that the online Social Studies and Science testing window has been extended. May the paper and pencil test takers have this same extension?*

Answer: No, paper and pencil tests must be completed by Friday, October 25, and shipped no later than October 30. MDE is committed to returning test results to schools and districts as early as possible. The scoring of paper and pencil MEAP is an enormous task and must begin as early as possible. We even encourage early return of materials for scoring if schools have finished before October 25. Online scoring takes less time and results are available to add to the data file before the other scoring is complete. We also do comparability studies that compare the results of both modes.

Question: *What is the newest change to the Assessment Accommodation Summary Table?*

Answer: The Office of Standards and Assessment (OSA) developed a new Reader Script for the MEAP and MEAP-Access Writing tests for the fall 2013 assessment cycle. Students who have a read-aloud accommodation specified in their IEP, 504 Plan, or EL Instructional Plan may now have the writing test read aloud to them through the use of the OSA-developed Reader Script. Please refer to Accommodation #20 on the Assessment Accommodation Summary Table.

Please note: You may not read the student writing samples contained in the writing test aloud as doing so may inadvertently clue the student to the purposeful mistakes contained within the writing samples. The Reader Script for the Writing test clearly identifies what can and cannot be read aloud to the student receiving this accommodation.

Question: *I have just been in the BAA Secure Site and notice that none of my students are Pre-ID. What should I do?*

Answer: Pre-ID of students ensures that the school will receive either answer documents that have sprayed on barcode labels or pre-printed barcode labels. An order has been placed for the school based on last year's enrollment but without a Pre-ID, the school will be required to print their own barcodes from the secure site. The deadline for 2013 for spray on labels was July 27. The last day to pre-ID and receive pre-printed labels is 9/12/13. A \$10 fee will be assessed for any answer documents missing a barcode label.

Question: *My school was assigned a Form 4 for MEAP. If I put students with IEPs into a small group setting for the test may I use a Form 4 or should I order a Form 1?*

Answer: Putting students into a small group setting for testing is not in itself a reason to use an accommodated test form (Form 1). Use of a small group for testing is a Universal Accommodation. Form 1 test booklets should be used with students using Audio (CD) or Video (DVD) versions of MEAP, Reader Scripts and Native Language Translations based on Reader Scripts, and Enlarged Print.

Question: *One of my students needs an Enlarged Print MEAP. What should we do?*

Answer: Students may use an enlarged print test booklet if it is defined in the student's IEP or 504 Plan as an appropriate accommodation. An Enlarged Print Test Kit should be ordered on the BAA Secure Site. Student answers must be transferred to a regular answer document for scoring. Please be sure to mark the transcribed answer document as FORM 1 and return it with other scoreable materials. Spelling, punctuation, indentations, etc., must be transcribed exactly. Make sure that a correct barcode is applied to the answer document.

Question: *I have a student who clearly is an auditory learner. May I read the MEAP tests to him?*

Answer: Read aloud accommodations (Reader Script, CD, and DVD) are available only for students who have that accommodation designated in an IEP, 504 plan, or EL Plan.

Question: *When can the "test student in a small group" accommodation be used?*

Answer: Testing students in a small group can be a very pro-active strategy for MEAP testing. This is a Universal Accommodation and can be used to test students when it is determined to be appropriate. A Form 1, IEP, 504 or EL Plan is not required.

Question: *When is resumed testing an option?*

Answer: If a student leaves the classroom in the middle of testing it will be necessary to administer an emergency test or resume testing. Either choice requires an Incident Report and the decision should be made jointly by the school and parent/guardians of the student. When the student leaves the classroom, the Test Administrator must collect all test materials and note the last question answered. Notify the MEAP coordinator of the situation. To resume testing provide a one-to-one test administration for the remainder of the test. Read the directions and then allow the student to resume testing from the exact point they left off. They may not return to any earlier questions or responses to change or complete. They also may not resume a constructed response item that was started but not finished.

Question: *Is there any case when an answer document can be submitted without a student barcode?*

Answer: NO! A \$10 fee will also be assessed for any answer documents submitted without a barcode.